

**Addendum No. 4 to RFP No. M07-1-7764-024
For Technical Support Effort Personnel (TSEP)
June 1, 1999**

In regard to the subject RFP, the following questions and corresponding answers are being provided to all proposers on this TSEP RFP website. Please acknowledge receipt of Addendum No. 4 in your proposal (i.e., Attachment A-1, ACKNOWLEDGMENT, Item 7). Addendum No. 1 covered Questions 1 through 3. Addendum No. 2 covered Questions 4 through 29. Addendum 3 covered Questions 30 through 64.

Pre-Proposal Conference Questions and Answers May 27, 1999

These written answers supersede those given verbally at the Pre-Proposal Conference.

65. Question

Please clarify the hardware and software requirements. Differences in hardware could cause major price differences

Answer 65

For each person doing work at a Contractor facility requiring a computer, assume a Y2K-compliant PC or Mac as specified in Article 1, Statement of Work, paragraph 1.1.11.

66. Question 66

As we add highly skilled personnel (e.g., scientists) in our facility, will equipment be supplied by JPL?

Answer 66

For those contractor personnel working at JPL, JPL provides all computer hardware and software required. At the Contractor facility, nonspecialized computer hardware and software should be available as required for each contractor person when that person starts work. (See Answer 65 above.) Specialized equipment (e.g., scientific workstations and associated specialized software) will be supplied by JPL. (See Specimen Contract Article 1, Statement of Work, paragraph 2.6.)

67. Question 67

Do JPL supervisors need office space at the Contractor facility.

Answer 67

No.

68. Question

The RFP gives a requirement of 150 bona fide contractor employees minimum needed in the past. What if they had 150 people 17 months ago and for the past 16 months only had 17 people due to a loss of business?

Answer 68

If a company met the 150 bona fide employee mandatory requirement at any time within the last 18 months before the issuance of the RFP, they have met the requirement.

69. Question

Do we need to propose two rates: for Contractor personnel working at JPL and Contractor personnel working at the Contractor facility?

Answer 69

Yes.

70. Question

Do you expect to have Contractor personnel working at both JPL and at Contractor facilities?

Answer 70

Yes.

71. Question

How much on-site (at JPL) presence is required by the Contractor Personnel Administrator?

Answer 71

Refer to the Personnel Administrator's duties specified in Article 1 of the Specimen Contract. Historically, the Personnel Administrator visits JPL frequently.

72. Question

What percentage of contractor business is Type II? Would a company of 200 people have half or (for example) 10 percent in Type II?

Answer 72

JPL does not have such specific data. At the time of the March "snapshot" (contained in Attachment B-17 of the RFP), roughly a quarter of the contractor personnel were under the Service Contract Act (SCA).

73. Question

Will all 11 existing TSEP contracts be expiring, and if so, how many contracts will there be?

Answer 73

Yes, they all expire in the January-February 2000 period. It is estimated that approximately three to four contracts may be awarded.

74. Question

Can we recruit current contractor employees.

Answer 74

JPL has no position on this issue.

75. Question

How many of the 11 current contractors are Type II?

Answer 75

Six.

76. Question

Why do you have Type I and Type II category distinctions since Type II is a subset of Type I?

Answer 76

Some companies are specialized in technology areas and do not have the broad range of SCA and non-SCA categories. We chose to be able to draw from both markets.

77. Question

Will any specialty or compartmentalized clearances be required.

Answer 77

No, only Secret for Type I companies.

78. Question

How many cleared employees are needed?

Answer 78

Currently, we anticipate a need for 10 to 15 personnel across all Type I contractors.

79. Question

Can an employer include independent contractors in the 150 bona fide employee minimum mandatory qualification?

Answer 79

No.

80. Question

Is it mandatory for a company to have a secret facility clearance?

Answer 80

Refer to Addendum 3, Answer 42, and Article 1, Statement of Work, paragraph 1.0.

81. Question

Define "local" relative to required "local contractor facilities."

Answer 81

The contractor facility must be close enough to JPL to be readily available to allow prompt response in person during normal JPL business hours as required.

82. Question

Financial capability of proposer: What is required?

Answer 82

Refer to Volume II, Cost Instructions, page 3 of 3.

83. Question

What is meant by the statement that this contract does not apply to all contract labor requirements.

Answer 83

JPL has other contracts (e.g., secretarial, clerical, guards) for various types of labor.

84. Question

You say there is no subcontracting. Two companies working together and transparent to JPL can provide a company the ability to meet the minimum requirements. Is there no subcontracting, period?

Answer 84

Yes, there is no subcontracting, period.

85. Question

Will all companies awarded this contract be given the opportunity to fill all available positions?

Answer 85

Yes, but Type II contractors will not receive CWO requests outside their areas of expertise. Certain positions may also be filled on a noncompetitive basis with JPL management approval.

86. Question

What do you mean by “exceptions to the specimen contract”?

Answer 86

Exceptions are any items of disagreement with Specimen Contract Articles, terms and conditions, and Exhibits.

87. Question

Facility—Do we need one, or can we get one if awarded?

Answer 87

A proposer must show a commitment for the facility in the proposal and must have the facility in place by the time of award.

88. Question

Can we recruit contractor personnel assigned to JPL now?

Answer 88

See answer 74 above.

89. Question

Is the Contractor facility required to be classed as a secret facility?

Answer 89

Only the Type I contractors need to have a secret facility clearance in order to supply cleared personnel to JPL as needed.

90. Question

Are the safety issues part of the proposal or just information for now?

Answer 90

The safety documentation is not a part of the proposal but is due prior to the start of work.

91. Question

In the multiple awards for small business, why are the limits set at 150 minimum and 1,000 maximum?

Answer 91

The 150 minimum was set from JPL's previous experience. This number is required for a company to have the infrastructure needed to support this effort. The 1,000 employee maximum is from the SBA definition of the size standard for this procurement.

92. Question

What minimum number of contracts should be listed in the Past Performance volume?

Answer 92

There is no minimum. All contracts of a size and scope similar to this procurement within the past 3 years are to be described.

93. Question

When do the administrative positions go out to bid?

Answer 93

Some administrative positions are included the TSEP RFP. See the Specimen Contract Exhibit 13, "CA" Contractor Administrative positions. Separate procurements are anticipated for certain other administrative support areas (e.g., secretarial support).

94. Question

Why do you need the names of the 150 employees?

Answer 94

JPL needs the 150 names to verify that the proposer has met the mandatory qualification criterion.

95. Question

What are the minimum benefits that are required.

Answer 95

Except for the benefits required by the SCA, there are no minimum benefits other than those you deem necessary to attract and retain employees.

96. Question

Is the paper invoice for ODC (other direct costs) required weekly also?

Answer 96

When other direct cost charges are incurred, they should be billed through a manual invoice. These do not necessarily have to be billed weekly.

97. Question

If a company had 150 employees in only one of the labor categories, would that company still meet the mandatory qualification criterion?

Answer 97

Yes.

98. Question

Is a proposer required to have 150 employees with at least one in each labor category?

Answer 98

No, you only need to have had 150 bona fide employees at any one time within the past 18 months in labor categories similar to those required by JPL.

99. Question

Regarding slide 23, prior to negotiations, will contractors be informed of revised criteria if any?

Answer 99

Regarding Slide 23, the criteria are not going to be changed. As a result of oral discussions, JPL's evaluation findings may be updated.

100. Question

Is the work performed in the Contractor facility supervised by the Contractor or by JPL?

Answer 100

Technical cognizance would remain with JPL, but administrative supervision is the Contractor's responsibility.

101. Question

Please provide T-1 line details?

Answer 101

See Exhibit 9 to the Specimen Contract entitled "Contractor Facility Network Interface Specification."

102. Question

[Slide 6] Why is the potential number of awards dependent only on the number of Type I proposers with secret facility clearances?

Answer 102

Secret facility clearance is just one of many aspects of the proposal evaluation.

103. Question

Do you assume that all Type II proposers will have secret facility clearances?

Answer 103

Only Type I proposers need facility clearances.

104. Question

How many of the existing 11 incumbents have secret facility clearances?

Answer 104

Ten of the 11 incumbent contractors, including all Type I contractors, have secret or higher facility clearances.

105. Question

Do all incumbent contractors have facilities that meet the requirements of paragraph 1.1.9 and 1.1.10 of the specimen contract? If not, how many?

Answer 105

All but one of the incumbent contractors have local facilities. Proposers must determine for themselves the appropriateness of their proposed facility.

106. Question

Would it be allowed to count personnel that were not full time toward the 150-person minimum (i.e., a matrix employee may have been ½ time on contract, ½ on IR&D or other non-similar contract)?

Answer 106

Yes, part-time people can count as one each, but they cannot be counted more than once.

107. Question

Is this a NASA contract or a Caltech contract?

Answer 107

California Institute of Technology operates the Jet Propulsion Laboratory under a prime contract to NASA. Therefore, these will be Caltech contracts.

108. Question

Are position descriptions available for all labor categories, or does the Contractor propose them?

Answer 108

No, the position descriptions are not available for all labor categories; and no, the Contractor (bidder) does not propose them. However, the JPL labor categories are set forth in the Specimen Contract in Article 1, Statement of Work, Exhibit 13 to the Specimen Contract, "Direct Labor Rate Ranges, Indirect Expense Rates and Fixed Hourly Profit;" the Wage Determination contained in Exhibit 15; and Attachment B17 of the RFP. There are several job description examples included in Attachment B-17 of the RFP.

When the specific job requirements are defined, they are included in detail in the solicitation (job order) for the specific position.

109. Question

You require "The current point of contact and current telephone/fax number of each contract" (quote from presentation slide). Are you looking for the customer point of contact or the company supervisor/manager?

Answer 109

JPL wants the contact information for whoever can best address your past performance.

110. Question

Would start dates of the current 150 bona fide employees suffice for the period of the requirement?

Answer 110

No, the 150 must have worked concurrently at some point within the past 18 months.

111. Question

Does having had a cumulative number of at least 150 bona fide employees within a company's fiscal year qualify our company to bid on this RFP? We never had 150 employees all working at one time.

Answer 111

No, you do not meet the minimum mandatory requirement.

112. Question

Is a secret facility mandatory to bid Type I? Could a contractor be selected for Type I without a secret facility?

Answer 112

Only if they have a secret facility in process and expected to be in place by contract award.

113. Question

Is the security clearance required prior to contract award? At what point in time do you require a successful bidder to have this clearance?

Answer 113

See Answer 112 above.

114. Question

Will a list of pre-proposal attendees and/or a bidders list be available?

Answer 114

Yes, the TSEP Source List and the Pre-Proposal Conference Attendees List are attached to this addendum.

Questions Received in Addition to those at the Pre-Proposal Conference

115. Question

For the Volume III, Past Performance, requirement?

- a. What is Contract Type? Are you looking for Task vs. Labor Hour?
- b. Some of our contracts have had hundreds of job descriptions. May we consolidate similar positions to meet the 2-page limit?
- c. Should the contract dollar value reflect the amount funded or the actual amount billed?

Answer 115

- a. This can include all contract types (labor hour, fixed price, cost type).
- b. Yes, you may consolidate.
- c. The contract's final face value and performance run-out cost.

116. Question

Our company does not qualify for this opportunity. Do we need to submit anything formal saying we will not propose?

Answer 116

No, but if a company chooses not to propose, JPL would appreciate a brief statement of why you declined. This statement should be sent to Mary Johnson, TSEP Negotiator

117. Question

RE: 3.5, Certification by an officer of the Company that this information is correct.

a) What company is referred here?

b) What specifically satisfies the requirement here for “certification”? For example, is it satisfactory to have a signed letter or blanket statement by the officer verifying that the documentation stated to meet 3.0 Mandatory Qualification Criterion is accurate, or must the officer sign (or initial) for each of the 150 employees?

Answer 117

a) The company referred to is the proposer.

b) A blanket statement by an officer of the company (using your state’s definition of an officer of a company) that the information is correct will satisfy this portion of the mandatory qualification criterion.

118. Question

Does the person delivering the box containing the proposals obtain a dated receipt from the JPL person receiving the proposals? Otherwise, if it becomes necessary, how does one “prove” that their proposal was delivered prior to the dated deadline?

Answer 118

Refer to RFP General Instructions, page 2, paragraph 3.3. If a receipt is requested, it will be provided.

Sincerely yours,

Mary L. Johnson
Member Acquisition Staff